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PLEASE PASS TO CLO COORDINATOR, HRO AND MO

E.O. 12958: N/A  
TAGS: AMGT, KFLO, APER  
SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON  
OFFICE

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1. Summary: The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). Please pass to CLO Coordinator and publish widely in your mission. Please send a copy to family members and members of household interested in employment and returning to Washington, D.C. The application deadline for this announcement is November 13, 2006.

2. Title: Program Specialist, Family Liaison Office (DGHR/FLO), GS-0301-12, full time, 2-year limited appointment, excepted service, schedule A. The selected candidate will receive a 2-year non-career term appointment with benefits (FERS, TSP, FEGLI, and FEHB).

3. The Foreign Service Act of 1980 mandated the establishment of the Family Liaison Office to facilitate the employment of family members and to carry out such other functions as the Secretary of State may designate. The Office assists both employees and family members, including members of household, in the areas of family member employment, education counseling, crisis support, and expeditious naturalization. FLO provides support to evacuees from overseas missions, is the functional office for the worldwide Community Liaison Office (CLO) program,

and organizes Washington and overseas training conferences annually. The Family Liaison Office (FLO) serves clients from the Department of State, as well as from many agencies assigning personnel abroad including U.S. Agency for International Development, U.S. Commercial Service, Department of Commerce, the Justice Department and Peace Corps, to name a few. FLO produces numerous publications and information papers. You may research information about FLO on our Intranet web site (<http://hrweb.hr.state.gov/flo/index.html>) or Internet [www.state.gov/m/dghr/flo](http://www.state.gov/m/dghr/flo).

#### 4. Major Duties:

The incumbent of this position performs the following major duties on a regular and recurring basis, although this list is not all inclusive.

- A) Coordinates, plans, and facilitates overseas regional and Washington training conferences for CLO Coordinators.
- B) Sets CLO grade determinations.
- C) Provides support, guidance and mentoring to CLOs through frequent contact on-line or directly.
- D) Provides expertise as a trainer and facilitator, mentoring other FLO staff in developing training modules.
- E) Works with offices in the Department of State to support the CLO program providing statistics, briefings, best practices and rationale for program support.
- F) Makes recommendations on CLO HR policy that may change the manner in which the program functions.
- G) Writes articles, policy papers, briefing papers and other materials for publication.
- H) Briefs Management Officers and HR professionals in the Department of State and other US government agencies regarding the CLO program and conditions affecting the overseas community. Contributes to the contents and updates of CLO 101.
- I) Administers and monitors the CLO listserv.

J) Alerts FLO management to trends and emerging issues specific to individual posts and world regions.

K) Debriefs CLO Coordinators when they are in Washington.

##### 5. Qualifications/ranking factors

Candidate must be a US citizen and have a minimum of 5 years experience generally gained through first-hand experience living or working in a US Embassy or Consulate community abroad that provided opportunity to gain and demonstrate:

A) Knowledge of scope and complexity of CLO program and the needs of the Foreign Service community in order to effectively manage the worldwide CLO program.

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B) Ability to design, deliver and evaluate training materials for the adult learner and to organize and facilitate briefings, presentations, and week long training events.

C) Ability to write clearly and concisely on both technical and non-technical subjects.

D) Ability to interact with others and lead FLO team efforts.

E) Knowledge and basic user skill with computer programs such as Microsoft word, powerpoint, and familiarity with email and list serve tools.

6. How to apply: interested individuals may submit one of the following: an optional application for Federal employment (OF-612), a SF-171, a federal resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those

qualifications (see item 4 under paragraph 7, additional information).

Applications which are incomplete or mailed in government envelopes will not be considered. Send applications to Tracy Young, HR/EX, room H-726, SA-1, Department of State, Washington, D.C. 20520. Applications may also be faxed to Ms. Young at (202) 663-2371. The application must be received by close of business November 13, 2006.

If there are any questions regarding this position, please call Leslie Teixeira, Deputy Director, DGHR/FLO, at (202) 647-1076. Applicants may want to email (teixeiralm@state.gov) cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira.

7. Evaluation method: determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement.

8. Additional information: 1. All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (applicant appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.) 2. All applicants claiming veterans' preference must provide proof of eligibility. 3. All other applicants (non-status) must submit information identified above. 4. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 5. All applicants should submit SF-181, race and national origin form (for statistical purposes only).

9. Privacy act information: the Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the

United States code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

10. Information for those who wish to submit a resume: please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

A. Personal and educational information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social Security number; 3. Country of citizenship (most Federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade

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held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

B. Work experience and other qualifications: applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment);
2. Duties and accomplishments;
3. Employer's name and address;
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
5. Starting and ending dates of employment (month and year);
6. Hours worked per week;
7. Salary;
8. Any other qualification, including: job-related

training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications);

9. Early availability is a desirable factor.

11. SUMMARY OF REQUIRED APPLICATION ELEMENTS: In summary, you must include ALL of the following. If ANY item is missing or incomplete, your application can not be considered.

A. An OF-612, SF-171, a Federal Resume, or any other format that contains ALL of the required elements listed in paragraph 10 of this announcement; NOTE: these forms or formats can be found on the internet;

B. A "Supplemental Statement" addressing EACH of the Qualifications and Ranking Factors in DETAIL;

C. Most recent performance evaluation; OR

D. For Federal Employees (including those on INWS):

1. Most recent Performance Appraisal Report or EER, or if one does not exist, a form DS-1812 or equivalent form from another agency;
2. Most recent SF-50 (even if several years old).

E. An SF-181 (this can be found on the internet);

F. Veterans must demonstrate proof of eligibility.

12. FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, and the email is [CDRC@state.gov](mailto:CDRC@state.gov). The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

13. Minimize considered.

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